

REQUIREMENTS

RISK MANAGEMENT PROGRAMS

BASICS (1 Day) and TECHNIQUES (3 Days)

(165.19)

FACILITY REQUIREMENTS

1. Classroom Space

One classroom approximately 50×30 feet is required. The classroom should contain enough tables and chairs to comfortably seat 30 students and provide about 3 linear feet of desk space per student. Two extra tables for instructor use are also needed. The classroom should have adjustable lighting and adequate ventilation and electrical outlets.

2. Facility Access

ERTP staff will require 24-hour exclusive access to and use of the classrooms from RMP – Basics course setup through RMP – Techniques course closure. The course director will arrange the initial setup time and discuss exclusive use requirements with the facility contact.

3. Audio-visual Equipment

The classroom should contain the following materials:

- Screen for showing slides.
- Chalkboard, chalk, and erasers or white board, markers, and erasers.
- One-half-inch VHS VCR with color monitor (minimum 19-inch diagonal).
- Telephone jack for connection to the internet via ERTTP modem and computer
- Computer projector, if available

The VCR and monitor will be needed Monday morning through Thursday afternoon. If the VCR and monitor are not available at the facility, the local contact must locate a nearby rental agency and make arrangements to have the desired equipment delivered to the facility for use during the course. These arrangements should be made in a timely fashion to ensure availability. The remaining materials will be needed each day. If these materials are not available at the facility, please notify the course director so alternate arrangements can be made to ship these materials to the facility.

4. Refreshments and Meals

Coffee and soft drinks that students can purchase should be available near the classroom. A list of nearby, quick-service restaurants and maps to these restaurants should be provided to Environmental Response Training Program (ERTTP) Training Registration 8 weeks prior to the course.

5. Telephones

The facility should have telephones available for outgoing telephone calls. The facility contact should provide the course director with a telephone number that can be used for incoming emergency calls and messages.

6. Maps and Area Information

A legible map (not hand drawn) indicating the locations of the facility and area hotels should be sent to ERTTP Training Registration 8 weeks prior to the course. Hotel names, addresses, telephone numbers, and regular and government rates should be included. Directions to and from the airport should be provided, either on the facility and hotel map(s) or on a separate map. In addition, please include the telephone number of the local chamber of commerce.

PARTICIPANT INFORMATION

These courses cover USEPA Accidental Release Prevention: Risk Management Programs (40 CFR Part 68) regulatory basics and inspection techniques.

No more than 30 participants may be enrolled in each RMP course. Any deviations in class size must be approved in advance by the course director. ERTTP Training Registration and the local contact must coordinate participant registration. Any questions the participants have about enrollment in ERTTP courses should be directed to ERTTP Training Registration (participants in EPA Regions 1, 6, and 8 should direct questions to the regional training contact).

The local contact should inform participants of the following course-related information:

- No special clothing is required; casual dress is encouraged.
- The courses last 4 days.
- The RMP – Basics class begins at 8:00 a.m. and ends at 5:00 p.m. on Monday.
- RMP – Techniques course begins at 8:00 a.m. Tuesday and ends at 5:00 p.m. on Thursday.
- To receive EPA course certificates, 100-percent attendance is mandatory.

SHIPPING REQUIREMENTS

1. Facility Contact

The name and telephone number of the facility contact should be provided to ERTTP Training Registration. The facility contact will be responsible for receiving a Federal Express shipment of approximately 15–18 boxes. The boxes must be stored in a secured area for 1–3 days. Course instructors will require access to these materials at the time of course setup.

2. Equipment Delivery

All course materials and equipment are shipped via Federal Express. The physical address (if different from the mailing address), telephone number, and hours of operation for the facility must be provided to ERTTP Training Registration so shipping arrangements can be made. Federal Express will not deliver to a post office box or leave materials after hours.

Equipment is usually delivered by 4:30 p.m. on the Friday before the course. The course director will verify whether the shipment has been received at the facility. ERTTP staff will call Federal Express to trace the shipment, if necessary.

3. Shipping Equipment

Normal Federal Express pickup for materials being shipped back to the ERTTP Training Center in Cincinnati, Ohio, is on Friday between 12 noon and 4:30 p.m.